Most used shortcut keys for Microsoft Outlook:

Outlook shortcut keys	
Alt + S	Send the email.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Open print dialog box.
Ctrl + K	Complete name/email typed in the address bar.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italicize highlighted selection.
Ctrl + U	Underline highlighted selection.
Ctrl + R	Reply to an email.
Ctrl + F	Forward an email.
Ctrl + N	Create a new email.
Ctrl + Shift + A	Create a new appointment to your calendar.
Ctrl + Shift + O	Open the outbox.
Ctrl + Shift + I	Open the inbox.
Ctrl + Shift + K	Add a new task.
Ctrl + Shift + C	Create a new contact.
Ctrl + Shift+ J	Create a new journal entry.